

Summary of meeting with Bob Mau: The Run Coordination team is completing work in areas that were covered by operations in the past. The purpose of this meeting was to discuss the subtle line between Run Coordination and Operations.

- **Long Shutdown vs Short Shutdown vs not so Short Shutdown:** In the past, Operations handed the organization of all short and long shutdowns. Starting with Jim Morgan's term as Run Coordinator, the RunCo started organizing the short shutdowns. This creates a gray area as to when RunCo and when Operations is in charge.
 - **Long Shutdowns:** Bob Mau and Operations will run these shutdowns, run all shutdown meetings, and Run the Electronic Worklist.
 - Operations takes over after beam operations cease.
 - Run Coordinators take back over when operations issues are ramping up. Loosely one week before?
 - **Short Shutdowns:**
 - Short shutdowns on the order of a shift or less will organized by the Run Coordinator team with the help of the electronic worklist. The goal is to provide the same level of organization or better than the old paper system. We agreed on:
 - ◆ If we know about a short shutdown in advance enough of the 9am meeting:
 - ◇ We will hold a special session after the 9am meeting to approve jobs. In addition to all of the machine coordinators, ES&H, Operations (Mau, Crew Chief and Specialist) will be invited.
 - ◇ The Electronic worklist will be opened up in advance of the 9am meeting, to give Machine Coordinators, ES&H, etc.. a chance to review jobs. Notification will come through the electronic worklist emails/pages.
 - ◇ Crew Chiefs will be encouraged to use the Electronic worklist and can assist in the decision process.
 - ▶ Up to this point, Crew Chiefs were not encouraged by operations to use the electronic worklist, so the Run Coordinator had to promise to post a deputy in the MCR to run the worklist.
 - ▶ Now that the worklist is approved for crew chief use, the Run Co team will step back and let the crew chiefs run the electronic worklist.
 - ▶ The Run Coordinator team will provide the training necessary to make this happen.
 - ◆ If we don't know about the short shutdown in advance enough to have the 9am meeting (i.e. accelerator failure):
 - ◇ The Run Co or Crew Chief will start the electronic worklist. Electronic emails/pages will notify everyone of the shutdown.
 - ◇ All approvals will be made using the electronic worklist.
 - ◇ Run Co and Crew Chief will approve the jobs, with the input of the Machine Coordinators and ES&H.
 - ◇ Always keep Operations in the loop.
 - **Not-so-Short Shutdowns:** Shutdowns on the order of a day or longer fall into a slightly different category. Examples of this are Tevatron magnet failures. Often these types of shutdowns are done for one week.
 - Bob Mau has expertise in working with these types of shutdowns.
 - Provides a good breather for the Run Coordinator team.

- Provides a good breather for the Run Coordinator team.
 - While Bob Mau focuses on the showdown details, the Run Coordinator team can focus on the operational issues when we turn back on.
 - There will be a lot of overlap between operations and Run Coordinators during this time.
 - The Run Coordinators should work hard to keep Bob Mau in the loop and Bob will keep the Run Coordinators in the loop.
 - There is a lot of gray area here, but we agreed that it was best to leave it gray and not try to come up with a hard definition for the boundary.
- **Mixed Shutdowns:** What happens when there is a failure in one Accelerator, but others are still running. An example would be a Tevatron problem in C-Sector.
 - Bob Mau runs the shutdown portion of the 9am
 - Run Coordinator team runs the operational component of the 9am meeting.
- **Areas of expertise:**
 - Operations has a history of being the primary point of contact for a few specific areas.
 - Bob Mau would like to maintain this role.
 - We can think of it as having operations be the Machine Coordinators for these areas.
 - Areas in question are:
 - FESS
 - SY120
- **Micro-management:**
 - The Run Co team needs to maintain the balance of providing a detailed enough plan and enough direction to get the job done efficiently, without overstepping our bounds.
 - The Run Co should let the crew chiefs do their job <-> The crew chiefs should let the Run Cos do their job.
 - The Run Coordinator makes the plan <-> the crew chief executes the plan...
 - Sometimes the balance is delicate one.
 - Run Co
 - Run Co Do's
 - ◆ Make a detailed plan
 - ◆ Provide additional guidance
 - ◆ Occasionally check in with the crews to get their feedback or relay a plan.
 - Run Co Don'ts
 - ◆ Tell the crew chief how to manage his/her crew.
 - ◆
 - Crew Chiefs
 - Crew chiefs execute the plan
 - Should be allowed to take the clear path if available overnight and avoid the "information only" calls overnight.